

POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 1028(SYS)90-1 Human Resource Development

Authority	Board Minutes Dated <u>May 23, 1990</u> Effective Date <u>June 27, 1990</u> Approved by Board Chairman <u>Greer D. Wilson, Ed.D.</u>
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References	Department of Human Resource Management, Human Resource Policy Manual 138, 1989 State Board Policy 1012 (SYS) 86-12, Mental Health Services State Board Policy 1011 (SYS) 86-12, Mental Retardation Services State Board Policy 1013 (SYS) 86-19, Facility and Community Alcohol and Other Drug Services State Board Policy 1023 (SYS) 89-1, Service Accessibility for Cultural and Ethnic Minorities Report of P.L. 99-457, Early Intervention Program, Handicapped Children's Act Comprehensive State Plan 2004-2010 DMHMRSAS Workforce Development Plan
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Background	<p>The delivery and administration of mental health, mental retardation and substance use disorders services is highly staff intensive. Approximately 80 to 85 percent of the state facility budgets and 75 percent of the CSB budgets are allocated to staff salaries and fringe benefits. The quality of the workforce and the quality of mental health, mental retardation and substance use disorder services is inextricably linked together. If the workforce is not well trained, competent and motivated, if it is not staff or properly managed, if it is not provided with a supportive working environment, the likelihood that services will be delivered efficiently and effectively is seriously jeopardized and compromised.</p> <p>In a continuum from the traditional core disciplines, service systems have shifted from academic credentials as evidence of an employee's work to greater reliance on individual competencies. Consequently, a shift from total reliance on</p>
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Background <i>(continued)</i>	academic and professional training curricula toward an emphasis on competencies that are relevant to the public sector is needed. Also needed is an on-going collaboration among institutions of higher education to ensure that individuals are recruited, retained, and developed at various academic levels for critical positions within the system in order to meet the service needs of mental health, mental retardation and substance use disorder services.
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Purpose	To establish a policy that will facilitate the preparation, recruitment, and retention of a competent Department and CSB workforce to meet the needs of persons with one or more of the following disabilities: mental illness, mental retardation and/or substance use disorders.
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Policy	<p>It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board for the Department to facilitate workforce recruitment, retention and development for its facilities, CSBs and other system stakeholders through aggressive implementation of human resource development activities. Such activities should incorporate workforce development, workforce planning, recruitment and retention, and managing sanctions and regulations.</p> <p>Further, it is the policy of the Board that the Department engage in the following human resource development activities:</p> <ol style="list-style-type: none">1. Continue to maximize leadership capabilities to communicate a “people oriented” culture that values employees, encourages high performance and continuous improvement, fosters teamwork, and supports family values.2. Identify critical current and future human resource needs and standardize employee training requirements, course content, and reporting , monitoring and evaluation procedures.3. Ensure the availability of needed curricula and opportunities for continued development whereby competencies are improved based on changing service needs of consumers.4. Develop and implement recruitment and retention programs that promote careers in public mental health, mental retardation and substance use disorders. Enhance and expand public awareness of the opportunities and advantages of working with and within our system.
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Policy

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5. Continue to develop partnerships with educational institutions with the Commonwealth in order to: (1) establish research, evaluation, training, and service relationships; (2) identify and influence the content of curricula, recruitment of future and current students into our system, and the competency requirements for completion of academic programs; (3) develop internship programs; and (4) develop joint staff/faculty appointments.

The Commissioner shall ensure that human resource development and management functions are appropriately placed within the Department so that human resource development and management activities are incorporated with ongoing strategic planning and all other programs of the Department.

The Commissioner shall also establish an advisory council consisting of representatives of the facilities, CSBs , private providers, consumers and/or advocates, family members, institutions for education and training, and a member of a relevant health care profession accrediting agency to provide advice, consultation, and assistance in matters pertaining to workforce development. The council shall report to the Commissioner on a quarterly basis.

The Commissioner shall assign a workforce coordinator who will oversee implementation, monitoring, and evaluation of this policy.